

# Job Description and Person Specification

Role: Research Fellow in Quantitative and Mixed-Methods



## Job Description

<b>Job Title</b>	Research Fellow in Quantitative & Mixed-Methods
<b>Grade</b>	7
<b>Service</b>	Public Health
<b>Reports to</b>	Head of Coventry Health Determinants Research Collaboration (HDRC)
<b>Location</b>	Citywide
<b>Job Evaluation Code</b>	A5931



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## Purpose of the role

To lead on the development and delivery of quantitative and mixed methods research as part of the NIHR-funded Coventry Health Determinants Research Collaboration (HDRC). There will be a particular focus on developing systems and process for the use of routine data in research. You will work with local stakeholders within the Council, Universities, voluntary sector, and residents to plan and deliver support to service evaluations and new research to inform practice, service provision and policy. You will work to develop and conduct academic research into the wider determinants of health. You will support research training and skills development for colleagues in the local authority and in the wider HDRC. The work undertaken will inform local and national practice and shared learning working with other HDRCs across the country.

The post is available for 18 months.

## Main Duties & Key Accountabilities

1. Plan and manage own research activity in response to the needs of Coventry HDRC, including:
  - Designing and managing large datasets.
  - Analysis of large datasets using R or Stata or SPSS.
  - Ensuring data quality assurance procedures.
  - Analysis, interpretation and evaluation of research outcomes.
  - Designing and managing data collection through interviews, focus groups and survey and other methods.
  - Designing and/or undertaking data coding.
  - Analysis, interpretation and evaluation of research outcomes.
2. Support and develop processes for the use of local authority data in research working with internal and external stakeholders.
3. Build relationships with stakeholders within the council, and within universities, the voluntary sector and the public related to the wider determinants of health to identify and develop research questions and projects and develop and broker research partnerships for research funding proposals.
4. Help identify, co-design and deliver training and skills materials to support Coventry City Council staff, the voluntary sector and community researchers to increase knowledge and understanding of research.
5. Develop research objectives and proposals for own or joint research that incorporates the principles of impact planning. Contribute to impact activities in larger projects under the direction of the Coventry HDRC.

6. Identify new areas for research, develop new research approaches, apply innovative research methods and extend the research portfolio.
7. Prepare proposals and applications to external bodies, e.g., for funding and contractual purposes.
8. Plan and manage small-scale research and evaluation activities using resources and workshops as appropriate.
9. Communicate complex research information using a range of methods and media, including to the public where appropriate. This may include material of a specialist or highly technical nature.
10. To undertake the publication of your research results and outcomes with a view to developing a national/international profile. To publish in a variety of formats including via Coventry HDRC's website and through collaborative peer-reviewed papers.
11. Participate in internal networks for the exchange of information relevant to HDRC development and form relationships for future collaboration. Join external networks to share information, including working with other HDRCs, and identify potential sources of research funds.
12. Undertake supervision of local authority staff and/or students, or academic staff on placement with support.
13. Continually update knowledge and understanding in the discipline and develop new research techniques and approaches to enable contribution within established research programmes.
14. Contribute to teaching, learning and development programmes as appropriate, using research findings to inform training and skills development.
15. Support assessment of staff/student knowledge and supervision of projects; assist in the development of staff/student research skills.
16. To attend and engage in HDRC-related meetings and continuous professional development.
17. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> National Institute of Health & Care Research University of Warwick Coventry University University College London Institute of Health Equity Voluntary & Community organisations University Hospital Coventry & Warwickshire R&D team Research and data lead in other HDRCs	<b>Internal</b> Public Health, Insight & Migration Teams Coventry HDRC Team Specific Teams, as required
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder: N/A

## Person specification

<b>Job Evaluation Code</b>	A5931
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Advanced knowledge of research methods and techniques used in quantitative and mixed-methods research, including cross-sectional, descriptive and other epidemiological study designs, co-production research, and process and impact evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of regulations to adhere to e.g. ethics, legal, information governance</li> </ul>	
<ul style="list-style-type: none"> <li>Familiarity with the local authority context in the UK</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>In depth skills and experience in epidemiological methods and managing large real-world datasets in research and evaluation</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to conduct quantitative and mixed-methods research including data analysis</li> </ul>	
<ul style="list-style-type: none"> <li>Ability and motivation to contribute to training staff on research methods and techniques used in quantitative and mixed-methods research</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to contribute to report writing, publications and presentations to disseminate information to both academic and other audiences</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent presentation skills</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills, with the ability to communicate complex concepts and to collaborate with a range of people including those at local and national policy level</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to pay excellent attention to detail, with a thorough, methodical, and flexible approach to work</li> </ul>	
<ul style="list-style-type: none"> <li>High level of competency in IT including Microsoft Office, statistical packages (e.g., SPSS, R or Stata), systematic review software/tools (e.g., RevMan, Covidence, EPPI-Reviewer), reference managers (e.g., EndNote or Zotero). Ability to use quantitative research software (e.g., NVivo)</li> </ul>	



• Aptitude for working collaboratively on research development, delivery and dissemination
• Highly self-motivated and organised, flexible, independent, innovative, creative thinker and able to tolerate working with different styles
• Commitment to public engagement and knowledge mobilisation
• Research project management skills
• Ability to identify sources of funding and to contribute to securing research funds to develop research programmes and methodologies in the Coventry Research Collaboration
<b>Experience</b>
Experience of undertaking research using real world data and data management in public health related research
Experience of quantitative research (e.g., interviews, focus groups)
Experience of working in a team and of meeting tight deadlines
Experience of conducting individual and collaborative research projects
<b>Qualifications</b>
Good first degree in relevant subject



PhD in a relevant subject e.g., health science <i>or</i> equivalent postgraduate academic/professional experience in a relevant field
<b>Special Requirements</b>
N/A

<b>Date Created</b>	October 2022	<b>Date Reviewed</b>	August 2024
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